



## **PUBLIC DATA REQUEST FORM**

### **Overview**

The Minnesota Government Data Practices Act ensures that all government data collected, created, received, maintained or disseminated by government agencies in Minnesota is public unless otherwise classified by law.

Requests for public data can be made to the City Administrator at (507) 964-2378.

The Minnesota government data practices act establishes the following rights and responsibilities for access to government data:

1. Records containing government data must be easily accessible for convenient use, and agencies must receive and comply with requests for the data in an appropriate and prompt manner.
2. Persons have the right to inspect public government data at reasonable times and places at no cost.
3. Persons have the right to get copies of public government data upon request, although they may be charged for the actual cost of copying the data.
4. Persons have the right to be informed of the meaning of public data. If you have any questions about the meaning of public data that we keep, please contact the City Administrator at (507) 964-2378 and ask for an explanation.
5. If the data sought is classified in a way that prevents one from seeing it, one has the right to be informed of that fact, and told the statute or law that classifies the data.
6. If we don't have the data you are asking for, we will tell you right away. We do not have to collect or create data for you in order to respond to your request.
7. If we have the data you're asking for, but we don't keep the data in the form you want, we may not be able to give you the data in that form. If we can't put the data in the form you want, you may have the data in our format and convert it to the form you want. If we can put you the data in the form you want, we will let you know how long it will take us to provide the data and how much it will cost. Then you can decide if you want the data in that form or not.

This form is available online at [www.arlingtonmn.com](http://www.arlingtonmn.com) and may be printed, completed, and faxed to 507-964-5973, emailed to [cityhall@arlingtonmn.com](mailto:cityhall@arlingtonmn.com) or mailed to 204 Shamrock Drive, Arlington, MN 55307.

Requestor Name:	Date of Request:
Street Address:	Phone Number:
City/State/Zip Code:	Fax Number:
Email:	

**DESCRIPTION OF DATA REQUESTED**

**Pursuant to the Minnesota Data Practices Act, Minnesota Statutes Chapter 13, I hereby request the following information currently existing in the records of the City of Arlington. Please specify the information you are requesting (i.e. specific correspondence, reports, Council meeting procedures, or other documents), along with the approximate dates of these records. Please also indicate the format desired for the information you are requesting.**

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**COPY** I wish a copy of the requested information. I understand that I must pay a fee for the copies according to the City of Arlington’s Fee Schedule.

**PICK UP** I will pick up the information I’ve requested. Please call me at the telephone number listed above when the documents are ready.

**MAIL** Please call and inform of all costs, including shipping, and then mail the information to me at the address listed above once you have received my payment for these charges.

**IN PERSON REVIEW** I do not want copies but wish to inspect the originals of the requested information. Please call me at the telephone number listed above to schedule a time when records will be available for viewing.

In making this request, I understand that:

- The City of Arlington is under no obligation to create a document that does not already exist, or to comply with a standing request for information.
- Items expressly confidential under law will not be disclosed
- The City of Arlington will provide the requested information as expediently as possible. If the information is time sensitive, please indicate that above and the City will make every effort to comply.

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Signature of Requestor